



## Sustainable School Improvement Cycle Checklist

**District:**

**Date:**

**Reviewer:**

| Build Readiness |   | Yes | No | Don't Know |
|-----------------|---|-----|----|------------|
|                 | Has a positive relationship been developed between the coach and school leadership?   |     |    |            |
|                 | Has the staff developed a conflict resolution process and tools?  |     |    |            |
|                 | Has the staff agreed on a decision making process with clear expectations in place?   |     |    |            |
|                 | Has a process for consensus been established?   |     |    |            |
|                 | Has the Scholastic Review Team (SRT) report been distributed, read and analyzed by all stakeholders?  |     |    |            |
|                 | Have school improvement documents been read and discussed by all stakeholders?  |     |    |            |
|                 | Have mission, vision, and belief statements been developed? <ul style="list-style-type: none"> <li>Has it been disseminated to all stakeholders?</li> </ul> |     |    |            |
|                 | Have school improvement teams been developed? <ul style="list-style-type: none"> <li>Does the leadership team meet regularly?</li> </ul>                    |     |    |            |
|                 | Is there a school improvement structure in place? <ul style="list-style-type: none"> <li>List the model:</li> </ul>   |     |    |            |
|                 | Are all stakeholder groups represented?   |     |    |            |
|                 | Have state curriculum standards been reviewed?  |     |    |            |
|                 | Is there a needs assessment process in place?   |     |    |            |

| <b>Collect and Analyze Data</b> |   | <b>Yes</b> | <b>No</b> | <b>Don't Know</b> |
|---------------------------------|---|------------|-----------|-------------------|
|                                 | Is there a dedicated file cabinet for school improvement documents?   |            |           |                   |
|                                 | Is MARS data being accessed and utilized?   |            |           |                   |
|                                 | Are multiple sources of data utilized and evaluated?<br>○ List:   |            |           |                   |
|                                 | Is a data warehouse in place and updated regularly?   |            |           |                   |
|                                 | Do all teachers have access to data?  |            |           |                   |
|                                 | Are copies of the School Improvement Plan, meeting dates and minutes, agendas, plans, Performance Data Reports (PDR), etc. readily available? |            |           |                   |
|                                 | Are district, school and individual growth plans in place?  |            |           |                   |
|                                 | Are evaluations completed according to the Master Agreement?  |            |           |                   |
|                                 | Do stakeholders understand and analyze data?  |            |           |                   |
|                                 | Is the data assembled in an objective, user friendly and jargon free format?  |            |           |                   |
|                                 | Is there an on-going system in place to review and discuss data to facilitate a continuous flow and exchange of information?                  |            |           |                   |

| <b>Set Goals Based on Data</b> |  | <b>Yes</b> | <b>No</b> | <b>Don't Know</b> |
|--------------------------------|--|------------|-----------|-------------------|
|                                | Is the data used to define and guide decision making?  |            |           |                   |
|                                | Are the goals data driven?   |            |           |                   |
|                                | Are goals prioritized and limited in number?   |            |           |                   |
|                                | Is the data used to develop goals in the SMART format (Specific, Measureable, Achievable, and Realistic with Time-line)?   |            |           |                   |
|                                | Are goals developed by the leadership team?  |            |           |                   |
|                                | Are the goals prioritized to reflect short-term and long-term planning?  |            |           |                   |
|                                | Does leadership display and distribute the data for all stakeholders to view? <ul style="list-style-type: none"> <li>Do stakeholders understand the process of selecting these goals?</li> </ul> |            |           |                   |
|                                | Do the goals reflect the school's beliefs, vision and mission?   |            |           |                   |
|                                | Do the goals relate to findings in the data?   |            |           |                   |

| <b>Investigate Evidence-based Practices</b> |  | <b>Yes</b> | <b>No</b> | <b>Don't Know</b> |
|---|--|------------|-----------|-------------------|
|   | Is evidenced-based professional development provided and linked to goals? <ul style="list-style-type: none"> <li>Are adequate resources available for professional development?</li> <li>Are mechanisms in place to implement research-based recommendations?</li> </ul> |            |           |                   |
|   | Is time provided for study groups to collaborate on evidence based practices?  |            |           |                   |
|   | Has the school done a review of best practice?   |            |           |                   |
|   | Has a process been developed for study groups to share and report out information?   |            |           |                   |
|   | Does the staff help develop research-based recommendations to design an implementation plan for long- and short-term goals?  |            |           |                   |

| <b>Make Action Plans</b> |  | <b>Yes</b> | <b>No</b> | <b>Don't Know</b> |
|--------------------------|--|------------|-----------|-------------------|
|                          | Are the action plans on file?  |            |           |                   |
|                          | Was a collaborative process used to develop the plans?<br>○ Community involvement?   |            |           |                   |
|                          | Has the staff received professional development in developing action plans?  |            |           |                   |
|                          | Does the action plan include people responsible, time frame, strategies/programs to be used and an evaluation process?<br>○ Has an appropriate allocation of resources been drafted? |            |           |                   |
|                          | Is an orientation plan in place for new stakeholders?  |            |           |                   |
|                          | Is the final draft published and made available to all stakeholders?   |            |           |                   |
|                          | Does the leadership team meet to review the action plan to ensure formulation and application of best practices and activities?  |            |           |                   |

| <b>Implement and Monitor</b> |   | <b>Yes</b> | <b>No</b> | <b>Don't Know</b> |
|------------------------------|---|------------|-----------|-------------------|
|                              | Is a defined process for implementation and intervention in place?                      |            |           |                   |
|                              | Is on-going staff development and support in place?                                     |            |           |                   |
|                              | Are there interim checks for the appropriate implementation of goals?                   |            |           |                   |
|                              | Is there a process for collecting data for implementation and monitoring?               |            |           |                   |
|                              | Does the leadership verify that intervention processes are effectively used?            |            |           |                   |
|                              | Are tools and processes in place to collect a wide variety of data to monitor progress? |            |           |                   |
|                              | Is professional development available to support the implementation?                    |            |           |                   |
|                              | Is there opportunity to have professional learning communities?                         |            |           |                   |
|                              | Is there evidence of stakeholder buy-in, involvement and acceptance for the process?    |            |           |                   |

| <b>Evaluate Effectiveness and Sustain Efforts</b> |  | <b>Yes</b> | <b>No</b> | <b>Don't Know</b> |
|---|--|------------|-----------|-------------------|
|   | Can the program or process be sustained if leadership changes?   |            |           |                   |
|   | Does the school have evaluative criteria in place?   |            |           |                   |
|   | Are processes for revising and adjusting the plan in place?  |            |           |                   |
|   | Are improvement goals/action plans revised each year?  |            |           |                   |
|   | Does the staff review data?  |            |           |                   |
|   | Has the leadership team reviewed state assessment and other summative data to determine the effectiveness of goals and action plans? |            |           |                   |
|   | Are successes celebrated?  |            |           |                   |
|   | Is there a system in place to maintain the continuous school improvement process?  |            |           |                   |